Skimming and Scanning Advice

Skimming refers to the process of reading the main ideas within a passage to get an overall impression of the content.

HOW TO SKIM

* Read the title
* Read the introduction or first paragraph
* Read the first sentence of all other paragraphs
* Read any headings or subheadings
* Notice any pictures, charts or graphs(Visual Literacy)
* Read the summary/conclusion

How to Scan

* Think about the type of information that you are looking for
* Think about the clues necessary to help you locate the answer or specific information
* Selectively examine headings/ visuals
* Document the exact information that you require and record the appropriate source for your bibliography